Operator's Lesson Plan

Gun File

I.   Introduction

1.   A gun is defined as any weapon, including a starter gun, which is designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive. This includes antique guns, cannons, machine guns, pistols, rifles, shotguns, the frame or receiver of any such weapon, silencer, destructive devices such as grenades, mines, missiles, rockets, disguised guns such as knife guns, pen guns, belt buckles, and cane guns. BB guns and Paint Ball guns are excluded and should be entered into the Article File.

2.   Recovered guns are weapons that have been abandoned, seized, or found which no stolen or lost report is on file.

3.   A lost or missing gun might be traceable to a crime and could assist in the identification of a recovered gun.

II.   Objectives

Upon completion of the lesson, the user will be able to answer test questions for inquiring, entering, modifying, locating, clearing and canceling a gun record.
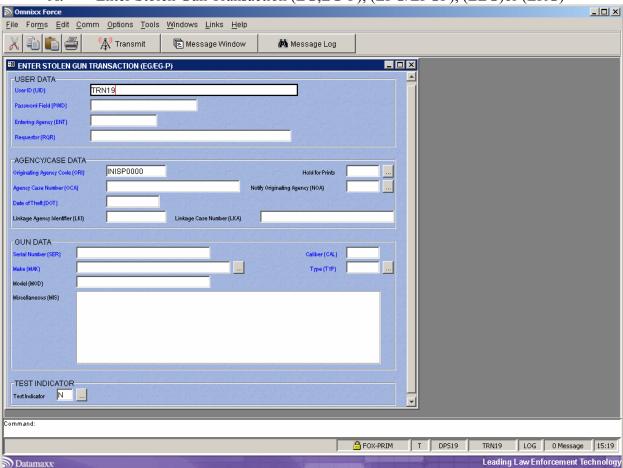
III.   Gun Entry Criteria

1.   Serially numbered weapons may be entered.
        a.   OAN's, model numbers, or stock control numbers **cannot** be entered.

2.   A weapon believed to be used in the commission of a felony may be entered and the location of the weapon is unknown.

3.   A record for a recovered (abandoned, seized, or found) weapon for which no stolen or lost report is on file may be entered. The weapon must remain in the possession of the entering agency or be readily available for examination as long as the record is entered. If the entering agency loses custody of the recovered gun, the recovered gun record must be canceled.

4.   A lost or missing weapon may be entered with supporting documentation.

5.   The agency entering the record must account for all fields in the Gun File record. The agency must ensure that all available data are entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modification message.

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IV. Retention Period

    1. Stolen, lost, and felony guns will remain in file until removed by the entering agency.

    2. Recovered guns will remain in file for the year of entry plus 2 years.

    A. Enter Stolen Gun Transaction (EG,EG-P), (EFG/EFGP), (ELG)or (ERG)

Agency/Case Data

    1. Hold for Prints
        a. P (Hold for latent prints).

    2. Lost Gun Entry (DATE OF LOSS (DOL)
        a. Required.
        b. MMDDYYYY.

    3. Recovered Gun Entry (RECOVERING CASE NUMBER (RCA)
        a. Required.

b.   Minimum of one and maximum of twenty characters.

4.   Recovered Gun Entry (DATE OF RECOVERY (DOR)
a.   Required.
b.   Must contain the date the property was recovered.
c.   MMDDYYYY.

Gun Data

1.   Serial Number (SER)
a.   Required.
b.   Serial numbers should be entered omitting spaces, hyphens, and symbols.
c.   If the serial number exceeds 11 characters, the rightmost 11 characters should be entered in the SER Field and the full serial number should be entered in the MIS Field.
d.   Alphabetic characters which are part of the serial number must be included in the entry.
e.   If more than one number appears on the firearm, the frame or receiver number should be entered in the SER Field, and other number(s) should be entered in the MIS Field.
f.   The true (manufacturer) serial number of the gun should be entered.
g.   If the number on the gun is not a unique serial number but rather a model, owner-applied, or stock control number, etc., the record should not be entered.
h.   A recovered or lost weapon that has a nonunique serial number may be entered. A description of the weapon should be included in the MIS Field.

2.   Caliber (CAL)
a.   Required.
b.   One to four numeric characters. The first character must be one of the numerics 1 through 9. If only one character is entered it must be greater then 2.
c.   Decimal points should not be used when entering the appropriate caliber.
d.   When entering the caliber for a combination rifle-shotgun, the rifle caliber should be entered in the CAL Field. The shotgun gauge should be entered in the MIS Field.

3.   Make (MAK)
a.   Required.
b.   Enter the Gun Make from the NCIC Table Code.

      c.   If the make code is not listed in the NCIC Code drop down manual, the code ZZZ should be placed in the MAK Field, and the make of the firearm should be entered in positions 4 through 23. If the MAK code is ZZZ and positions 4 though 23 are blank, the MAK field will be translated as MAK/UNKNOWN in the message response.

      d.   A firearm (including surplus weapons) that is a U.S. military-issue weapon, the MAK Field code USA should be used.

4.   Type (TYP)
      a.   Required.
      b.   Must be a valid NCIC code.

5.   Model (MOD)
      b.   Enter model number or a recognizable abbreviation of model name.

B.   Modify Gun Transaction Format (MG), (MLG), (MRG), or (MFG)